

**CDC Information Council
Meeting Minutes
July 25, 2002, 3:00p.m.-5:00p.m.
Roybal Campus, Bldg. 16, Room 5126**

CDC Information Council met on July 25, 2002, Roybal Campus, Building 16, Room 5126, at 3:00p.m. Janet Collins and John Loonsk co-chaired the meeting.

The following people were introduced at this meeting.

- Sal Lucido - CDC lead for the Privacy Rule (NCCDPHP)
- Charlie Magruder – Chief of Informatics and Knowledge Systems Branch in the Division of Public Health Systems Development and Research (PHPPO)
- Jac Davies- Assistant Secretary for the Division of Epidemiology Health Statistics and Public Health Laboratories at the Washington State Department of Health

Updates/Announcements (Janet Collins)

- IHISIS

Janet Collins gave an update of the Gartner task. The first draft of the report is on schedule and Janet indicated that they should finish with a valuable product. It was proposed that Terry McKittrick from Gartner present the findings at the next CDC Information Council meeting in August. **It was suggested that there be two sessions, one with CIC and another with a broader, more technical group to include CIC, CTOC and others from NCHSTP, since there are top-level agency implications. The meeting will be scheduled in the morning before the next CIC meeting and more technically focused and will include the implications for other systems.**

Agenda Item #1: CIC Standards Setting Processes (John Teeter)

John Teeter brought the CDC Standard Setting Process to the table for discussion and identification of next steps. He indicated that the information provided in the handout included text with examples of how the processes would be used. John Loonsk asked that members present comments and suggestions at this time. John Teeter and John Loonsk would like to get approval of the processes at the next meeting. John Teeter called attention to the 300B's and security plans. In early September submissions are due to HHS and therefore a review process must be in place in August.

Discussion:

Andy Autry asked if there are templates for security plans. John Teeter indicated that he will provide them and that NIST also has good templates.

Debbie Jones asked what is needed from the CIC members before the next meeting. John Teeter responded that implementation of an Architectural working group to review the 300B's is necessary.

John Teeter indicated that there are already some guidelines that can be advanced such as dollar amounts, criticality, and security. There are also OMB requirements for review, which include the President's management initiative and eGov.

John Loonsk explained that there are some articulated thresholds for self-assessment reviews. He also called attention to the fact that CIC is the responsible body for IT investment review board related to Klinger-Cohen.

Denise Koo asked if existing staff would be involved, how many people would be involved and who would do what.

John Loonsk summarized with the following three choices as options:

- Immediate need to review the 300Bs come to CIC
- An ad hoc working group be formed to do reviews this year
- CIC accepts the process

Nabil Issa indicated that program performance measures return on investments is not highly technical. John Teeter agreed that somebody should to define what levels of scrutiny are necessary. John Loonsk added that these issues have to be dealt with from the level of the Department and he agrees that they should be approached with a defined threshold. He commented that if the group agrees with the flow of the process the rest could be flushed out.

Marty Baum asked if it was possible to set up the groups today rather than waiting a month.

Debbie Jones suggested that there could be a focus on systems associated with the 300B process and asked how many systems were on the 300B list. John Teeter answered, "seventeen". Jim Seligman added that there is an expectation that 300B's go through a business case process, which includes architectural, programmatic and financial areas of emphasis. If these do not conform to priorities then they should be disapproved or help in enabling to reprioritize.

Action Item:

It was agreed that an Ad Hoc work group would be formed via email to do the work, which would come back to CIC in August for approval. It will include members internal and external to CDC as well as CTOC representation.

Next steps were suggested for other processes, which included:

- Potential distribution for broader comment, which would include asking CIC members distribute in each CIO and give comments.
- Add thresholds and "Who does what"

Agenda Item # 2: Report from BT Functions and Specifications as External Enterprise Standards Working Group (Bob Pinner/ John Loonsk)

John Loonsk summarized the progress of the BT Functions and Specifications as External Standards working group. The charge of the group was to look at the IT Functions and Specifications and to consider them for what might need to be done so that they would be considered enterprise standards. The group composed a broad document, which includes an introduction, background information, material on scope and implications as external standards and process and evolution. Some of the process and evolution points back to John Teeter's discussion. There is also a glossary with terminology and rationale behind the functions and specifications in the document. The full document will be distributed by email after the meeting. The purpose of presenting the document as an agenda item was to get comments from the CIC.

Charlie Rothwell expressed concern for the role of the department level to bring the partners and states together with MCH and CMS so that there isn't a conflict in standards across the board. John Loonsk explained that all standards are industry standards, which were approved by HRSA in keeping with NCVHS and CHI. They have also included work with other OPTIVS.

Seth Foldy called attention to the Connecting for Health Data Standards meeting and John Loonsk indicated that he would be attending.

Proposed Action Item for CIC:

Public Health Information Network Functions and Specifications Version 1.0

Action Item: At the August CIC meeting, the CDC Information Council will approve the Public Health Information Network Functions and Specifications Version 1.0 as a starting point for external enterprise IT functions and specifications along with plans for the ongoing review and evolution of these specifications.

Process: CIC members are asked to review and provide comments to the CIC Executive Secretariat. Please focus comments on what you think would be needed to approve these as starting point PHIN functions and specifications. Please route all comments through the CIC member. CIC Executive Secretariat will incorporate comments and redistribute the document to the CIC one week prior to the August meeting.

Timeline:

- **Draft PHIN Functions and Specifications document distributed to CIC – July 25, 2002**
- **Comments back to CIC Executive Secretariat by August 9, 2002**
- **Final proposed document distributed to CIC on August 23, 2002**
- **Approval at CIC meeting on August 29, 2002**

Additional next steps include:

- **Determine transition strategy for as PGO guidelines after approval**

Agenda Item # 3: HHS IT Strategic Plan (Jim Seligman)

Jim Seligman presented an overview of the HHS Enterprise IT Strategic Plan, which involves projects in eight major areas that are being coordinated across all OPDIV's. He indicated that it was completed in May 2002 and approved by the Secretary in June 2002. The major themes are Enterprise focus, Alignment with E-Gov and adoption of the Secretary's priorities in the areas of business systems and IT infrastructure consolidation and standardization.

In the area of Federal E-Gov the project leadership roles include E-Grants and Consolidated Health Informatics. Substantial contributing roles in other projects include E-vitals, Geospatial Information One-stop, Safecom, Disaster Assistance and Crisis Response, E-travel, Eligibility Assistance Online, Online Rulemaking management, and E-Payroll.

Areas of project emphasis for HHS Common IT Infrastructure include Web Portal, Network modernization, PKI, Directory, IT Security, Enterprise Architecture, Consolidated IT procurement and Infrastructure Consolidation.

Major strategies involve:

- Co-leads in OS and OPDIVs
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- Detailed governance processes
- Central financing- \$ 60+M in FY 02

The infrastructure consolidation is occurring across eight small OPDIV's and within five large OPDIV's . Consolidation proposals include:

- Helpdesk-conversion to a single instance of Peregrine with distributed use
- Hosting- consolidate server, data storage and continuity/Dr for thirty critical assets and applications
- E-mail consolidate servers with migration to exchange 2000
- Remote access-continue consolidation and reduction of modems

Jim Seligman said that HHS has established "performance contracts" for all agency executives to link performance evaluation to enterprise directions and goals. Janet Collins proposed that CDC could take a similar approach and establish an enterprise performance element in the work plans of the senior IT staff in each CIO. CIC approved this for further consideration and Jim Seligman will draft a performance element.

Next Step:

Jim Seligman will draft a straw performance element for senior IT staff relative to enterprise information technology. The draft will be distributed to CIC for review.

Agenda Item # 4: Federal SNOMED License Update (Claire Broome)

Claire Broome explained that since this item had been put on the agenda, there have been difficulties with getting a Federal license for SNOMED. She indicated that it might be best to update at the August meeting.

Attendees:

Members/Alternates

Andrew Autry (NCBDDD)
Claire Broome (OD)
Terry Boyd (NIP)
Janet Collins (NCCDPHP)
Bob Delaney (NCEH)
David Fleming (OD)
Nabil Issa (NCEH)
Debbie Jones (PHPPO)
Denise Koo (EPO)
John Loonsk (IRMO)
Tonya Martin (NCHSTP)
Bob Pinner (NCID)
Jim Seligman (OD)
Dixie Snider (OD)
Dan Sosin (EPO)

Partners:

Seth Foldy (NACCHO)
Jac Davies (CSTE)

Others:

Marty Baum (NCEH)
Laura Conn (IRMO)
Mike Donnelly (OD)
Sal Lucido (EPO)
Charlie Magruder (PHPPO)
Barbara Nichols (IRMO)
Marile Prosser (IRMO)
Jaspal Sagoo (NCHSTP)
Howard Smith (NCEH)
John Teeter (IRMO)